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DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT
INTRADEPARTMENTAL CORRESPONDENCE

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Memorandum

To: Michael Bridges
Undersecretary

From: Susan Pellegrin *SP*
Human Resources Director

Subject: SCHR Recommendations

Date: September 23, 2009

BY TRE DATE 9-30-09
BY _____ DATE _____
BY _____ DATE _____

The following is a summary of actions recommended by the SCHR at its September 15, 2009 meeting:

1. To approve the Materials and Testing Section's request to establish a new Information Technology Management Consultant 2 DCL (TS 315) to serve as the Department's technical expert for the SiteManager Materials Management program.
2. To approve the Chase District's request to establish a new Engineering Technician DCL (TS 312) to serve as the District's expert for Permits, as compared to other Districts.
3. To amend PPM #10, Hours of Work, to clarify requirement for employees working compressed work schedules to work core hours on days in which eight or more hours are worked.
4. To amend PPM #13, Anti-Harassment Policy and Complaint Procedure, to reflect the movement of this responsibility from the Human Resources Section to the Compliance Programs Section.
5. To amend PPM #55, Performance Planning and Review Procedures, to reflect an additional exception to Chapter 10 of Civil Service Rules, whereby a supervisor will not be eligible for a merit increase if he/she does not complete PPR requirements for subordinates, in cases where an employee is absent ~~six months or more~~ *less than SSP* in the rating year. Additionally, employees who are absent for six months or more during the rating period may receive a rating of "Unrated."
6. To defer action on revisions to PPM #54, Cellular Telephone Policy, until the October SCHR meeting.

Gavin Coldwell, Civil Service HR Consultant Supervisor, presented information about the differences in position reallocations and job corrections for positions during a job study implementation period as well as actions taken after this period has ended, based upon employee concerns resulting from recent revisions to DOTD's Secretarial Memo of Understanding (MOU). Mr. Coldwell advised the Committee

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APPROVED *[Signature]* DATE 9-28-09

that he would discuss DOTD's specific issues with CS staff and provide an official response sometime in the near future.

Finally, HR presented the SCHR with proposed changes to Civil Service Pay Rules, as previously presented by the Civil Service Director. The Committee agreed with a number of the proposals and voted to add a number of items for Civil Service to consider. The Department's official response, as recommended by the SCHR Committee, is attached to this memo.

Your favorable approval of the above recommendations will be appreciated. Should you have any questions, please contact me.

ATTACHMENT

DOTD Response to Proposed Revisions to Civil Service Pay Rules

CS Proposal: Rule 6.14, Merit Increases – Employees’ pay adjustment received will be dependent on their PPR Rating

DOTD Response: In consideration of the available options, DOTD recommends Option #1 which is a fixed rate, base pay increase dependent upon the PPR rating level received by the employee. DOTD, however, recommends granting 3% for “Meets Expectations” ratings, 4% for “Exceed Expectations”, and 5% for “Outstanding”, rather than the example of 2%, 4%, and 6%, as depicted in the proposal. We believe that granting a 3% increase to employees for “meeting performance expectations” is a better reflection of this agency’s philosophy in that this level of performance is truly indicative of solid, sustainable and certainly noteworthy employee achievement. Further, we believe that a difference of 1% between levels, rather than 2%, will help to reduce an “upward creep” of ratings that might occur with greater pay distinctions.

CS Proposal: Rule 6.5 (g), Extraordinary Qualifications – Agencies will be able to offer above 3rd Quartile with CS Director’s approval, rather than obtaining approval from the CS Commission

DOTD Response: DOTD concurs with this proposed rule change; however, we note that this rule as it currently reads, allows an agency to offer a employee from another state agency a special hire rate at/above the third quartile if he/she accepts a probational appointment at the new agency. Unfortunately, the losing agency is unable to counter the job offer by granting the employee an optional pay adjustment based on the offer. DOTD proposes that the Optional Pay Rule (6.16.2) be revised to allow an agency to counter a job offer made by another agency *if the gaining agency is utilizing Rule 6.5g to recruit the employee.*

CS Proposal: Rule 6.5 (b), Special Entrance Rates (SERs) – SERs will be set by DSCS for the entire job series on a statewide basis

DOTD Response: DOTD does not concur with this rule change and recommends that agencies continue to implement SERs based on their unique needs.

CS Proposal: Rule 6.16.1, Rewards and Recognition for Certifications, etc. and Rule 6.16 (h), Attainment of Advanced Degree – Agencies will be able to grant up to 10% base pay or lump-sum for such achievements

DOTD Response: DOTD concurs with this rule change.

CS Proposal: Rule 6.16.2, Optional Pay Adjustments to address pay compression – Agencies will be able to grant up to 15% (currently 10%)

DOTD Response: DOTD concurs with this rule change.

CS Proposal: Rule 6.16.2, Optional Pay – Additional duties and job offer match; Rule 6.16.1, Reward and Recognition; and Rule 6.16.3, Exceptional Performance and Gainsharing – Agencies will be able to grant up to 7% for additional duties (currently 5%), with all authority at the agency level, with a 15% cap for 3 consecutive years; the rule will also allow up to 15% to match a job offer (currently 10%).

DOTD Response: DOTD concurs with this rule change; however, we recommend additional modification to this rule with regard to job offers as described under CS Rule 6.5g (above).